

**Community Preservation Committee
Meeting Minutes
August 22, 2016**

7:30 pm

In attendance were: Clarissa Rowe
David Levy
Eric Helmuth
JoAnn Robinson
Leslie Mayer
Richard Murray

Not in attendance: Mike Cayer
Charles Tirone
Andrew Bengtson

Also in attendance: Amy Fidalgo, CPC Liaison

Clarissa Rowe called the meeting to order at 7:30pm.

1. Eric Helmuth moved to approve the meeting minutes of March 21, 2016, March 28, 2016, March 30, 2016, April 11, 2016, and June 29, 2016, as amended. Richard Murray seconded. All voted in favor.

2. Clarissa introduced the Committee to Amy Fidalgo, Management Analyst for the Town Manager's Office, and CPC Liaison. Clarissa stated that 20% of the Management Analyst's salary, and 15% of the Assistant Town Manager's salary would be paid for through CPA funds. David Levy asked if 15% of the Assistant Town Manager's time would be devoted to CPA. Clarissa said she thought this was an appropriate estimation based on the project management work that will need to occur for projects such as the Whittemore Robbins House.

3. Clarissa recused herself from the discussion about the Community Preservation Coalition membership dues. Eric stated that the Coalition has already been extremely helpful, and a valuable resource to the Committee. Richard moved to approve the Community Preservation Coalition membership dues invoice in the amount of \$4,350. Leslie Mayer seconded. Five members voted in favor, one member abstained.

4. Clarissa asked for one copy of the Community Preservation Coalition invoice to be signed by five members, based on a memo provided by Richard Viscay, Comptroller. Prior to November 1st, the Committee will need to have five signatures on any invoice in order for processing. After November 1st, the Committee can designate 1 member, and an alternate member if desired, to sign off on invoices for processing. The Committee discussed the importance of evaluating all invoices, and the completed work prior to signing off on invoices and releasing payment. Clarissa pointed out that the grant agreements in place for the five projects are lacking detail on this process; hopefully amendments can be added to the current agreements. JoAnn Robinson stated that work could be verified through reporting, which is what is required with Massachusetts Historic Grants. David said he was pleased to see this memo

because there was not enough language in the original grant agreements to address this process, but in the interim the Committee still has bills to pay. There needs to be a way to confirm the work is complete. Clarissa said she will be at the Housing Corporation of Arlington's opening of the Kimball Farmer House, 1173 Massachusetts Avenue, on Wednesday and will see that the work is complete. Arlington Housing Authority would have their Directors confirm that work was complete for the windows at Drake Village. Clarissa said that Richard would resubmit invoices to clearly show the Committee that their CPA funding covered a portion of the window cost at this location. The Committee discussed the dates of each invoice submitted by HCA and AHA. Leslie pointed out that HCA's invoice was dated correctly, and the Board would need the certificate of occupancy as backup for this invoice. The Committee will discuss processing of both invoices once the remaining information is provided to them.

5. The Committee discussed Richard Viscay's memo dated August 22, 2016. Clarissa said she expects the Town to provide further information once the Comptroller, Town Manager, and Town Counsel discuss the memo.

6. The Committee discussed the 2016-2017 application process for FY2018 CPA funding. The Committee made minor edits to the application, and discussed a tentative timeline for upcoming meetings.

7. Clarissa said the Selectmen were deciding tonight if Special Town Meeting will be held in October. Clarissa spoke with the Town Manager about the possibility of getting on the warrant for two preservation projects. The Town Manager will decide if this is the best timing for this item to be added to the warrant.

8. Clarissa asked that the Committee designate members to assist with preparation for the public meeting, and the presentation of the Community Preservation Plan. Eric said he would work with Mike Cayer, Charles Tirone, and Andrew Bengtson to prepare for the public meeting.

9. The Committee decided to poll all members to determine the best meeting dates for the rest of the year.

10. The Committee did not have any other business to discuss. Eric moved to adjourn. JoAnn seconded. All voted in favor. Meeting adjourned at 8:50pm.

Minutes submitted by:
Amy Fidalgo, CPC Liaison